



# CITY OF HOUSTON

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August 8, 2013

**SUBJECT:** Letter of Clarification No. 2

**REFERENCE:** Request for Proposal No. S10-T24681

CONSULTING SERVICES FOR WASTE CHARACTERIZATION/  
COMPOSITION STUDY FOR THE CITY OF HOUSTON

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reason:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal (RFP):**

1. **Vendor Question:** "Who else received/downloaded the RFP?"

**COH Answer:** *"This information is not available during the period of advertisement."*

2. **Vendor Question:** "In General Terms 3.1 – An endorsement to our insurance naming the policy as primary to any other insurance is only available at a significant cost. Can this Provision be waived or paid for as a project cost?"

**COH Answer:** *"Include this cost as part of your Proposal."*

3. **Vendor Question:** "Is a good-faith effort all that is required to receive the W/MBE 5% scoring bonus or is subcontracting the full 24% of the budget required to receive the 5% scoring bonus?"

**COH Answer:** *"All Proposers are expected to submit a plan that achieves the W/MBE goals."*

4. **Vendor Question:** "Can you provide an example of the data available from the MRF? At what level of detail do they keep records?"

**COH Answer:** *"The department can provide quarterly audit data for the material that the City deposits. Waste Management will most likely declare proprietary business information based on giving all "throughput tons" at their single-stream processing facility at Gasmer Road."*

5. **Vendor Question:** "Can you provide an example of the data available from the drop-off/recycling centers? At what level of detail do they keep records?"

**COH Answer:** *"The material brought to the staffed and unstaffed drop-off sites is not all weighed individually by type of material. Most unstaffed commodities are not weighed until they are taken to the respective recycling center."*

6. **Vendor Question:** "Do any of the study facilities also handle materials from outside of Houston?"

**COH Answer:** *"In all likelihood they do, however, this information would have to be provided by the owners of said facilities. Additionally, it is difficult to determine in many cases just what is or is not City waste, given the pockets of other cities within Houston's boundaries, or the proximity of other cities' and counties to disposal sites within Houston. Due to various limitations at some transfer stations and potential contamination issues by having non-City waste at these facilities, it is the City's opinion that an effective study should be conducted at a separate, leased warehouse facility with equipment and personnel to reload each truck. The City will divert requested routes to this facility for inspection and characterization at the City's expense. Each Proposal should include the costs of leasing one facility and the costs to reload the waste for transportation back to a transfer center or landfill, and clean and maintain the characterization facility."*

7. **Vendor Question:** "Are materials hauled by single-family residents to the transfer stations or landfills to be characterized and quantified?"

**COH Answer:** *"No."*

8. **Vendor Question:** "Does the City have accurate records of the total tonnage disposed and recycled by single-family residents?"

**COH Answer:** *"Yes, however, this is a very qualified answer based on what the City collects, either at the curb or what is brought into a self-service or staffed recycling center that the City operates."*

9. **Vendor Question:** "Has the City secured permission from the facility operators for Proposer's staff to operate at the facilities?"

**COH Answer:** *"The Proposer may, if it so desires, complete the study at one of its own facilities with the City "dumping" on the floor at this location. The Proposer can coordinate available resources and costs with Republic Services, the contractor for Transfer Station Operations. Due to various limitations at some transfer stations and potential contamination issues by having non-City waste at these facilities, it is the City's opinion that an effective study shall be conducted at a separate, leased warehouse facility with*

*equipment and personnel to reload each truck. The City will divert requested routes to this facility for inspection and characterization at the City's expense. Each Proposal should include the costs of leasing one facility and the costs to reload the waste for transportation back to a transfer center or landfill, and clean and maintain the characterization facility."*

**10. Vendor Question:** "Do the facilities have a loader and operator available to help with sample collection?"

**COH Answer:** *"Due to various limitations at some transfer stations and potential contamination issues by having non-City waste at these facilities, it is the City's opinion that an effective study should be conducted at a separate, leased warehouse facility with equipment and personnel to reload each truck. The City will divert requested routes to this facility for inspection and characterization at the City's expense. Each Proposal should include the costs of leasing one facility and the costs to reload the waste for transportation back to a transfer center or landfill, and clean and maintain the characterization facility. The arrangements will have to be secured with Republic Services, the contractor for Transfer Station Operations."*

**11. Vendor Question:** "Please clarify if the reference to the 2005 waste characterization study in the RFP is referring to the study completed by H-GAC, or was there a separate City of Houston waste characterization study?"

**COH Answer:** *"The reference is to the 2005 HGAC WCS completed by R.W. Beck (now SAIC)."*

**12. Vendor Question:** "If the City completed a separate Study, will the City provide a copy of the 2005 waste characterization performed by the City of Houston? And if the City cannot provide the report, will the City identify the firm that completed the project?"

**COH Answer:** *"There is no separate City study."*

**13. Vendor Question:** "The proposed dates for the post-RFP submittal Proposer interviews coincide with WasteCon. Would the City be amenable to moving the interviews to the week of September 23 – 27<sup>th</sup>?"

**COH Answer:** *"Yes."*

**14. Vendor Question:** "Has the City established a budget for this project? If so, what is the budget?"

**COH Answer:** *"This is an approved and required study for another project. The Proposers should submit what their estimated costs are to be with a proper and complete waste characterization study."*

**15. Vendor Question:** "Special Terms and Conditions in Section 1.0 requires "good-faith efforts to award subcontracts" with M/WBEs. The Evaluation criteria 2.1.5 gives a 5% pass/fail to M/WBE participation. What is the basis for award of the 5%?"

**COH Answer:** *"This is determined based on the evaluation committees understanding of an effective plan to achieve the M/WBE goals, as stipulated in the RFP."*

**16. Vendor Question:** "In Section 3.3 and 3.4 – Is the City only interested in the residential single-family waste stream for this analysis (i.e., excluding multi-family and commercial)?"

**COH Answer:** *"Yes."*

**17. Vendor Question:** "In Section 3.5.1 – The map that is included in the RFP is blurry. Please provide the specific addresses of the three City transfer stations and three private landfills listed as recipients of the City's waste stream. Also, confirm that sampling and sorting is required at all six of these facilities."

**COH Answer:** *"Yes, see attached map."*

**18. Vendor Question:** "Please provide the total annual tons of MSW delivered to each of the six disposal facilities that receive residential MSW from Houston. (To prevent double counting, indicate how many tons of MSW delivered to the three transfer stations are subsequently transferred to one of the landfills.) Also, please provide the annual tons delivered to (a) the LETCO facilities, and (b) the Neighborhood Drop-off facilities."

**COH Answer:** *"See attached Excel Spreadsheet."*

**19. Vendor Question:** "Section 3.5.1.3 indicates there are four LETCO sites. Section 5.1.1 indicates there are five LETCO sites. Which number is correct?"

**COH Answer:** *"There are (5) LETCO sites that the City uses."*

**20. Vendor Question:** "Section 5.1.1 suggests the City wants the Proposer to survey/sort green wastes delivered to the LETCO sites. If this is true, what is the City's objectives in sorting already source-separated green wastes?"

**COH Answer:** *"To audit tonnage and calculate as percentage of totals."*

**21. Vendor Question:** "In Section 5.1.1 – Has the City secured permission to perform sorting at the privately-owned landfills, or will the Proposer be responsible for securing permission from the facility owners?"

**COH Answer:** *"The Proposer shall be responsible to secure this permission, and the City will assist."*

**22. Vendor Question:** "Will the consultant be provided sorting space inside of the City transfer stations, or will it be necessary to sort outdoors?"

**COH Answer:** *"The best sorting location will have to be determined for safety and efficiency purposes."*

**23. Vendor Question:** "In Section 5.1.1 – Could you please clarify the landfills where residential wastes are directly delivered?"

**COH Answer:** *"McCarty, Atascocita (at a minimum), and Blue Ridge. See attached map."*

**24. Vendor Question:** "In Section 5.6 – Does the City want to determine the composition of wastes delivered to the six neighborhood drop-off centers separately from the rest of the single-family residential waste stream? Or can these wastes simply be integrated into the overall single-family waste composition?"

**COH Answer:** *"Yes, but sampling and estimate is all that is necessary here. There is not enough volume to spend too much on this, as these streams will also need to be characterized."*

When issued, Letter(s) of Clarification shall automatically become a part of the RFP documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

If you should have any questions or if further clarification is needed regarding this Proposal, please contact Greg Hubbard at [greg.hubbard@houstontx.gov](mailto:greg.hubbard@houstontx.gov), or at 832.393.8748.

Sincerely,

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